

The Department of Archaeology and Historic Preservation  
State of Washington  
1063 South Capitol Way Suite 106  
PO Box 48343  
Olympia, Washington 98504 8343

Request For Proposal  
Maritime Heritage Resource Inventory

## 1. INTRODUCTION

The DEPARTMENT of Archaeology and Historic Preservation is looking for a consultant to document and catalogue the maritime heritage resources in and associated with the proposed NATIONAL MARITIME HERITAGE AREA (henceforth the AREA).

### 1.1 PERIOD OF CONTRACT

The start date of contract will be August 12, 2010 with an end date of June 30, 2011.

### 1.2 OBJECTIVE

The DEPARTMENT seeks to attain qualified persons for the resource inventory of Washington State's maritime heritage area in the proposed boundaries of a Maritime Heritage Area. The proposed boundaries are outlined in the *Washington State National Maritime Heritage Area Feasibility Study for Designation as a National Heritage Area*.

### 1.3 MINIMUM QUALIFICATIONS

The successful applicant must be licensed to do business in the State of Washington. The applicant must meet the National Park Service Professional Qualifications as defined in 36 CFR Part 61 and have experience in the application of the Secretary of Interior's Standards for the identification and evaluation of historic properties. Previous experience in the identification and evaluation of maritime related historic properties is desirable.

## 2. GENERAL INFORMATION FOR CONSULTANTS

The Department of Archaeology and Historic Preservation has received a Preserve America Grant to document the historic resources of Washington's maritime heritage. The consultant will inventory the maritime heritage resources of the proposed AREA.

### 2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the DEPARTMENT for this procurement. All communication between the Contractor and the DEPARTMENT upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name: Aaron Cole  
Address: See page one RFP heading.  
Phone Number: 360-586-3068

Fax Number: 360-586-3067  
E-Mail address: [aaron.cole@dahp.wa.gov](mailto:aaron.cole@dahp.wa.gov)

## 2.2 ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

|  |                       |
|--|-----------------------|
| Issue Request for Proposals                    | June 10, 2010         |
| Question and answer period                     | June 21-24, 2010      |
| Pre-proposal conference                        | June 24, 2010 @ 11 AM |
| Proposals due                                  | July 22, 2010         |
| Evaluate proposals                             | July 26, 2010         |
| Conduct interviews with finalists, if required | July 28, 2010         |
| Announce "apparent Successful Contractor"      | July 29, 2010         |
| Debriefing conference request deadline         | August 3, 2010        |
| Negotiate contract                             | August 9, 2010        |
| Begin contract work                            | August 12, 2010       |

## 2.3 PREPROPOSAL CONFERENCE

A pre-proposal conference is scheduled to be held on June 24, 2010 at the location of the DEPARTMENT. See RFP page one heading for DEPARTMENT location address. All prospective contractors are encouraged to attend; however, attendance is not mandatory. Written questions may be submitted in advance to the RFP Coordinator. The DEPARTMENT shall be bound only to written answers to questions. Any oral responses given at the pre-proposal conference shall be considered unofficial.

## 2.4 SUBMISSION OF PROPOSALS

Contractors are required to submit 6 physical copies and one electronic copy of their proposal. The proposal, whether mailed or hand delivered, must arrive at the DEPARTMENT no later than 4:30 pm, local time, on July 22, 2010.

The proposal is to be sent to the RFP Coordinator at the DEPARTMENT address. See RFP page one heading for DEPARTMENT address. Late proposals will not be accepted and will be automatically disqualified from further consideration.

All proposals and any accompanying documentation become the property of the DEPARTMENT and will not be returned.

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Director of the DEPARTMENT and the apparent successful contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 TO 42.17.340, "Public Records."

Consultants mailing proposals should allow mail delivery time to ensure timely receipt of their proposal by the RFP Coordinator. Consultants assume the risk for the method of delivery chosen.

## 2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the

Office of Minority and Women's Business Enterprises (OMWBE). No preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving award of contract, and proposals will not be rejected or considered non-responsive on the basis of minority and women owned business participation.

## 2.6 ACCEPTANCE PERIOD

Proposals must provide sixty (60) days for acceptance by the DEPARTMENT from the due date. A proposal that does not state sixty days for acceptance will not be rejected; however, any proposal that places an acceptance of less than sixty (60) days by the DEPARTMENT will be automatically disqualified from further consideration.

## 2.7 RESPONSIVENESS

The DEPARTMENT reserves the right at its sole discretion to waive minor administrative oversights.

## 2.8 MOST FAVORABLE TERMS

The DEPARTMENT reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Contractor can propose. There will be no best and final offer procedure. The DEPARTMENT does reserve the right to contact a contractor for clarification of its proposal.

## 2.9 COSTS TO PROPOSE, NO OBLIGATION TO CONTRACT, REJECTION OF PROPOSALS

The DEPARTMENT will not be liable for any costs incurred by the Contractor in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

This RFP DOES NOT OBLIGATE the State of Washington or the DEPARTMENT to contract for services specified herein.

The DEPARTMENT reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

## 3. PROPOSAL CONTENTS

Proposals are requested to be submitted on eight and one-half by eleven (8 ½ x 11) inch paper, with tabs separating the major sections of the proposal.

Electronic proposals should be submitted on a CD-ROM in Portable Document Format (.pdf).

Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written is to be included.

Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification number (UBI) is to be included.

It is highly desirable that the proposal include references for the principals of the Contractor.

#### 4. SCOPE OF WORK

The successful applicant will:

- 4.1 Develop a **historic context document** on the AREA'S maritime history. The context document shall be drafted as per requirements and guidelines for historic context documents as found in *NPS National Register "Bulletin 24."* At least one draft of the context document shall be provided to DAHP for review and comment prior to acceptance.
- 4.2 Based upon research derived from the historic context document developed in 4.1, conduct **reconnaissance level surveys** using DAHP HPI forms of maritime heritage resources, including historic buildings, structures, sites, districts, and objects greater than 45 years or older in the AREA. The property types associated with the maritime heritage context will be defined in the historic context document, but shall include but not limited to: piers, wharfs, aids to navigation, vessels, shipyards, warehouses, marinas, etc. The survey and inventory phase shall adhere to the *Washington State Standards for Cultural Resource Reporting*. The proposal should indicate a target number of resources to be surveyed.
- 4.3 Identify and evaluate for eligibility to the National Register of Historic Places maritime heritage resources that are less than 45 years in age but which are found to make an important contribution to the significance, understanding, and character of the AREA.
- 4.5 Develop a **needs assessment report** outlining challenges to the protection and preservation of maritime heritage resources as well as potential strategies and resources that could be utilized to meet these challenges.
- 4.6 In coordination with the SHPO, organize, publicize, and facilitate at least two (2) public outreach meetings to inform the public about the survey project goals, process, and utility.
- 4.8 Meet expected travel needs within the Washington State travel rates.

#### 5. COST PROPOSAL

- 5.1 The maximum fee for this contract must be \$110,000.00 or less to be considered responsive to this RFP.

The evaluation process is designed to award this procurement not necessarily to the Contractor of least cost, but rather to the Contractor whose proposal best meets the requirements of this RFP. However, Contractors are encouraged to submit proposals which are consistent with State government efforts to conserve state resources.

## 6. EVALUATION AND CONTRACT AWARD

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the DEPARTMENT, which will determine the ranking of the proposals.

The DEPARTMENT, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

## 7. DEBRIEFING OF UNSUCCESSFUL PROPOSERS

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFP Coordinator within three (3) business days after announcement of the apparent successful contractor. The debriefing must be held within five business days of the request.

## 8. PROTEST PROCEDURE

Protesting of this procurement must be in writing and signed by the protesting party. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the corrective action being requested should also be included.

All protests shall be addressed to the RFP Coordinator. A protest can only be filed following attendance of a debriefing conference, and must be filed with the RFP coordinator within three business days of the date of attendance of the debriefing conference.

Only protests stipulating an issue of fact concerning the following subject shall be considered.

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors by the evaluator.
- Non-compliance with procedures described in the procurement document or DEPARTMENT policy.

Upon receipt of a protest, a protest review will be held by the DEPARTMENT. The DEPARTMENT director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision with five business days of receipt of the protest. If additional time is required, the protest party will be notified of the delay.